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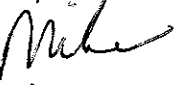
STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

July 15, 2011

MEMORANDUM

TO: Local and Intermediate School District Superintendents and Public School Academy Directors
McKinney-Vento Homeless Grant Main Contacts
Homeless Education Liaisons, and Homeless Grant Coordinators

FROM: Michael W. Radke, Ph.D. 
Director, Office of Field Services

SUBJECT: McKinney-Vento Homeless Education Program Liaison Information in Educational Entity Master

The *McKinney-Vento Homeless Education Assistance Improvements Act of 2001* requires all local educational agencies (LEAs) to designate "an appropriate staff person, who may also be a coordinator for other Federal programs, as a **local educational agency liaison** for homeless children and youth," to carry out the duties described in the law.

Effective immediately, LEAs must enter the name and contact information of their Homeless Education Liaison in the Educational Entity Master (EEM).

Please have the EEM Authorized User for your district add the Homeless Education Program Liaison at the Admin/Contacts tab on the district record. If you do not know the name of your district's EEM authorized user, send an e-mail message with your request to CEPI@michigan.gov. Include your district name, district code, your name, and phone number.

For additional details regarding district and Homeless Education Program Liaison responsibilities required by this law, please visit <http://www.michigan.gov/homeless>.

Questions regarding this memo may be directed to Pam Kies-Lowe, Homeless Education Program Consultant, at (517) 373-8691, or by e-mail at Kies-LoweP@michigan.gov.

cc: Shereen Tabrizi, Ph.D., Special Populations Unit Manager

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